

The OUTLOOK

Nutrition Programs

Illinois State Board of Education

Highlights of School Year 2009-2010

Illinois School Foodservice and Nutrition Making Illinois Proud

As school year (SY) 2009–2010 ends, it is appropriate to reflect on the highlights of this year's activities of Illinois schools and ISBE's Nutrition Program division as follows:

- The 3rd Annual Illinois School Wellness . . . From A to Z Conference was held May 4, 2010, recognizing school wellness efforts, from Addison to Zion, Ill.
- 31 schools received School Breakfast Program Start-Up Grants of up to \$3,500.
- 54 schools initiated School Breakfast Programs (SBP).
- 36 trainings were conducted statewide by ISBE Nutrition Programs staff covering food safety, the Dietary Guidelines for

bulletin board

Important Dates—May

- | | |
|---------|--|
| 3-7 | School Nutrition (formerly Child Nutrition Employee Appreciation Week) |
| 4 | <i>Illinois School Wellness . . . From A to Z Conference</i> — Decatur Conference Center (http://www.actionforhealthykids.org/StateSpecificInfo.php?state=IL) |
| 6 | <i>Developing a School Food Safety Plan Workshop</i> —Normandy Village School, Chicago Heights |
| 7 | Expanding Breakfast Grant application, sponsored by Midwest Dairy Council™ Grant due date www.midwestdairy.com/breakfastgrants |
| 22-25 | 20th National Restaurant Association Show—Chicago, McCormick Place (http://www.restaurant.org/show/attendees/registration.cfm) |
| 31 | Memorial Day—Illinois State Board of Education (ISBE) office closed |
| June 15 | Deadline to submit the Summer Food Service Program application
Household income eligibility documents for fiscal year 2010 available at www.isbe.net/nutrition |

MAY 2010 — THE OUTLOOK

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Americans, basic training, procurement, certification and verification, and more!

- 62 new sites were added in the National School Lunch Program (NSLP).
- Over 70 schools and child care centers requested Loan Library resources.
- 140 schools were recipients of \$2.2 million in Fresh Fruit and Vegetable Program (FFVP) Grants, during its 2nd year in Illinois.
- 661 schools participated in the Department of Defense's Fresh Fruit and Vegetable Program with a \$3 million budget.
- 1,222 schools have enrolled in USDA's Team Nutrition (TN) initiative, an increase of three percent over SY09.
- 3,440 subscribers to the *Illinois Schools Can!* Illinois NET eNewsletter, an increase of 70 percent over SY09.

In addition, ISBE Nutrition Programs developed *Spotlight on Schools* Web pages in an effort to consolidate and centralize grants, awards, and recognition program information. *Spotlight on Schools* encompasses an ever-growing listing of success stories in relation to health, wellness, and more! Visit the Web site often to learn about grant opportunities, read about newest grantees and see how Illinois schools make Illinois proud!



<http://www.isbe.net/nutrition/htmls/sos.htm>

Materials Mailed to School Food Authorities in April

Last month, this office mailed a packet including two resources to all SFAs, the School Year 2010–2011 School-Based Child Nutrition Programs Calendar, and *The Stomach Bug Book: What School Employees Need to Know*. The 2010-2011 calendar highlights important requirements of the NSLP and provided corresponding due dates. The Stomach Bug Book provides information on how to avoid H1N1 outbreaks in the school environment. In addition, the correspondence included administrative and operational announcements. If you have any questions regarding the mailing or its contents, please e-mail cnp@isbe.net.

Administration

Expect School Year 10-11 Household Eligibility Application Online

The Household Eligibility Application for free and reduced-price meals for the school year 2010-2011

will be posted on our Web site (www.isbe.net/nutrition) in June. All forms used in prior years to create copies for distribution should be discarded. The new application form must be used. Program regulations require schools to distribute free and reduced-price Household Eligibility Applications *no earlier than four calendar weeks prior to the time the students start school*. Schools cannot send letters home at the end of the current school year for the next school year nor can the schools begin accepting and processing applications before July 1 annually.

If you have any questions, please contact Nutrition Programs at 800/545-7892, 217/782-2491, or via e-mail at cnp@isbe.net.

Electronic Direct Certification Process

Direct certification is a simplified method of determining student's eligibility for free meals through the National School Lunch and School Breakfast Programs or free milk under the Special Milk Program without completing a Household Eligibility Application. In addition, students directly certified to receive free meals or milk are not subject to verification. Direct certification is required by regulations for all Local Educational Agencies (LEA).

The Electronic Direct Certification System used last school year will be implemented statewide again. For all public school district LEAs, the annual file for school year 2010-2011 will be posted on or near July 1, 2010. It is best if you access this file as close to that time as you can and certify all matches that you can before the distribution of the Household Eligibility Applications to households. This will simplify the processing of duplicate Household Eligibility Application and Direct Certification benefits.

The free eligibility status of child(ren) located through the Electronic Direct Certification System, to the extent possible, must be extended to any child(ren) within the same family that are enrolled in your district. For example, if a household has children located in the Electronic Direct Certification System and some not, then those children that are members of the same family, to the extent that the LEA knows that they are within the same family, may be listed on that Direct Certification Notification Letter. Households in which at least one child is directly certified and all children in that household are part of the same family do not need to be provided the Household Eligibility Application. For this purpose "family" is defined by the USDA as "a group of related or nonrelated individuals who are not residents of an institution or boarding house, but who are living as one economic unit."

There is a sample form for LEAs to document this extension of the direct certification benefits available at http://www.isbe.net/nutrition/pdf/54-45_direct_cert_snaptanf.pdf.

Detailed guidance regarding the use of the Electronic Direct Certification System is available online at <http://www.isbe.net/nutrition/htmls/dcs.htm>. ISBE is working on system enhancements to the Electronic Direct Certification System. A Webinar, *Overview of the Electronic Direct Certification System* is planned to provide an overview of the system as well as to highlight these system enhancements on June 15, 2010, from 10 to 11:30am. To register for the Webinar, please go to <https://www1.gotomeeting.com/register/174975848>.

In addition, the Certification and Verification (July 2010) and Basic Training (September/October 2010) in-person workshops announced in this issue of the outlook, will also provide training on the electronic direct certification system.

If you have any questions regarding the direct certification process or system, please contact the Illinois State Board of Education, Nutrition Programs Division at 800/545-7892 in Illinois or 217/ 782-2491. Staff may also be reached via electronic mail at cnp@isbe.net.

Questions and Answers

Q. Can a school menu a smoothie (1 c. yogurt, ½ cup juice, and ½ c fruit) and credit this item as three components?

A. *No. Section B, Question #2 of the Alternative Protein Product guidance means that the meat/meat alternate component cannot be consumed in a beverage. Smoothies can only contribute the creditable volume of fruit and/or fruit juice. As such, only one of the F/V servings required for food based menu planning can be fulfilled in a smoothie.*

Make Your Plans for Summer Meals

All schools in Illinois with 50 percent or more of the students eligible for free or reduced-price meals AND that have a summer school program, must operate a summer feeding program in summer 2010. Public Act 095-0155, which was recently amended by Public Act 096-0734 (effective August 25, 2009), amends the Childhood Hunger Relief Act (105 ILCS 126/20). This amendment requires a school district



that meets the above requirements to implement a summer breakfast and/or lunch program for the duration of the summer school program.

The Summer Food Service Program (SFSP) and the Seamless Summer Option are the two federal nutrition programs school food authorities may choose to operate. Schools affected by this law must serve children in the summer school program and those from the community between the ages of 1 and 18 years.

Workshops are offered throughout Illinois to train SFAs on the requirements of SFSP. Be sure to make plans to attend a workshop this spring if you participate in SFSP so you will be ready to open your doors and serve breakfast and/or lunch to the children in your area. There is no fee to attend the workshops, but registration is required. Dates and registration information for the workshops can be found at <http://www.isbe.net/nutrition/htmls/workshops.htm>.

Information on the Seamless Summer Option is located on our Web site at http://www.isbe.net/nutrition/htmls/seamless_summer.htm. If you have any questions, please contact the Nutrition Programs Division at 800/545-7892.

Breakfast Summits Late Fall

In conjunction with the 2009 Illinois Team Nutrition Training (TNT) project, ISBE, Nutrition Programs will be hosting three School Breakfast Summits in November to bring stakeholders together to exchange best practices, identify and increase the awareness of the benefits of school breakfast, so that more school districts will be empowered to establish school breakfast programs and/or enhance existing programs.

Another activity planned for November is Illinois School Breakfast Week, which will be celebrated Nov. 14-20, 2010. Mark your calendar now for this special event.

Watch for further information in a fall *Outlook* newsletter.

Claim Common Cent\$



Funding & Disbursement Services Division
Phone 217/782-5256
Fax 217/782-3910

End-of-Year Reminders

With the end of the school year quickly approaching, don't forget to file your monthly claims for reimbursement by the 10th day of the following month. In

addition, all claims for June and prior must be received by July 31 in order to be included in the year end proration payment for Illinois Free funding. Claims for June and prior that are not received by July 31 may not receive Illinois Free funding.

Also remember that you can no longer combine June claims with May, nor August with September. **A separate claim must be submitted for each month regardless of the number of serving days.**

Now is the time to go check your site applications to ensure that the site is correctly marked for participation in June. You can check this through the online Application and Claim Entry System (ACES) by looking at Section H of the online application, "Months of Operation." If the site is not marked for June and should be, just click on the box and submit. If the site is marked but will not serve any meals in June, please uncheck the box and submit so that we have accurate counts to report to USDA.

If you have any claim questions please contact Carol Curto or Gladys Rothenberg in Funding & Disbursements at 217/782-5256.

Food Distribution

School Year 2011 Deliveries

School Year 2011 will begin with August 2010 deliveries. Schools will be able to go on ICS and look at the commodities allocated to them for this first delivery period on July 13, 2010. During the period July 13 through July 20, changes can be made to the allocation if needed. Also, please be sure to check the delivery schedule located on the Food Distribution homepage at <http://www.isbe.net/business.htm> to find out when your first delivery of SY2011 will be. If your scheduled delivery date for August 2010 is before you will be in session or before you need commodities, be sure to mark "Do Not Deliver" during the July 13-20 adjustment period. Have a great summer and be sure to contact the Food Distribution Program at 217/ 782-2491 if you have any questions.

Double Check Your Processing Orders

If you have not heard from any processor you have diverted commodities to by the July 13th – 20th adjustment period mentioned above, you need to contact those processors and confirm your orders for the 2011 school year. If you do not have a contact name and number for any processor, the contact information is available on the Food Distribution Program Web site, <http://www.isbe.net/business.htm> and select the *USDA Approved National Processors List* link.

Food Service and Nutrition Share Your Wellness Policy Success Stories!

The bottom line with successful wellness policies is implementation and evaluation to bring about effective measurable changes related to nutrition, nutrition education, and physical activity. We are looking for effective strategies Illinois schools are using to implement and evaluate their wellness policies. Please help us by submitting your success story. Complete the simple submission form and e-mail the form to cnp@isbe.net or fax it to Nutrition Programs at 217/524-6124. We plan to post these stories on our Web site so other schools may learn from your experiences. Thank you for sharing your wellness policy experiences with us!

2010-2011 Special Observances Dates/Themes Announced

The School Nutrition Association has announced the 2010-2011 National School Lunch Week and the National School Breakfast Week themes. Bookmark their respective Web sites to use for planning, promoting, and publicizing your special events. Each site contains recipes, menus, logos and artwork, suggestions for events, proclamations, and much more!

- *National School Lunch Week* (NSLW) is Oct. 11-15, 2010, and the theme is "School Lunch: What's on Your Plate? Save www.schoolnutrition.org/NSLW10 as a "favorite URL" for the 5 recommended menus and special recipes, backpack brochures, presentations, press releases, banner ads, and activity sheets.
- *Illinois School Breakfast Week* (ISBW) is celebrated in conjunction with *American Education Week*, Nov. 14-20, 2010. Visit the National Education Association's website at www.nea.org for more information.
- *National School Breakfast Week* (NSBW) 2011 is March 7-11, 2011, with the theme, *School Breakfast Detectives*. Please bookmark www.schoolnutrition.org for further information.

Grants, Awards, and Honors School Nutrition Employee Appreciation Week Has Arrived

Are you celebrating *School Nutrition Employee* (formerly *Child Nutrition*) *Appreciation Week*, May 3-7,

1010? One simple way to do that is by sending an e-mail card to your School Nutrition employees. Just go to http://www.schoolnutrition.org/Level2_SNEW2010.aspx?id=13435 and click away.

Visit the School Nutrition Association's Web site at www.schoolnutrition.org for a sample press release and proclamation, as well as an appreciation wall. Take the few minutes to acknowledge the staff that provide nutritious, healthy foods to students each school day.

You Make A Difference!



SCHOOL NUTRITION EMPLOYEE APPRECIATION WEEK



OFFICIAL PROCLAMATION

WHEREAS nutritious meals at school are an essential part of the school day; and

WHEREAS the staff of the State of Illinois school meals and nutrition departments are committed to providing healthful, nutritious meals to the state's children; and

WHEREAS the men and women who prepare and serve school meals help nurture our children through their daily interaction and support; and

WHEREAS the week of May 3-7, 2010 is School Nutrition Employee Appreciation Week;

NOW THEREFORE, be it resolved that the Illinois State Board of Education, Nutrition Programs Division expresses its deep appreciation to these valuable employees and commends their good work on behalf of children.

Plan Now to Apply for Grants in School Year 2011

During the summer months, many take a break from your regular school year job. You may however consider using some of the time constructively to plan to apply for grant(s) for next school year 2011. To help you

begin the process, Nutrition Program suggests you visit our Spotlight on Schools Web pages to see successful grant recipients in Illinois schools. Bookmark those grant opportunities that look enticing for your special school needs. Develop a calendar of grant opportunities your school district might be interested in applying for and consult with district staff with similar interests. You may want to begin with the school wellness council, your district grant writer, if applicable, or coworkers. Bookmark ISBE's funding opportunities Web page at http://www.isbe.net/funding_opps/default.htm. Visit the following site for Grants 101 http://www.isbe.net/grants/html/where_to_begin.htm. Do not take grants for granted! Plan now to apply later. Best wishes for a happy, healthy and productive grant-writing summer!

Expanding Breakfast Grant Application Due Date, May 7

The Midwest Dairy Council's 2010 Competitive Expanding Breakfast grants will assist grantees to implement nontraditional breakfast services such as Breakfast in the Classroom, Grab 'n Go Breakfast, Breakfast after 1st period, and Universal Breakfast. Awards of up to \$2,500 are available for a full year program or up to \$1,000 for a pilot program (30 days, minimum) in school year 2011. Maximum award is \$10,000 per district. Go to <http://www.midwestdairy.com/0p43a28/expanding-breakfast-more-options-for-students/> for the application. The deadline to apply is May 7, 2010.

Afterschool Care Program Mini-Grant Application Due July 1

Ten Illinois after-school care programs will be recipients of the Illinois Nutrition Education and Training (NET) Program \$2,000 mini-grants provided by USDA Team Nutrition this summer. The grant funds will be used for staff training and educational resources needed to provide hands-on food/cooking activities, parent education, garden-based projects, peer education or any exciting, innovative project that motivates students to eat healthy and get active. The online application is located at www.kidseatwell.org. The deadline to apply is July 1, 2010.

Training, Tips, and Tools

Upcoming Training Opportunities

The Illinois State Board of Education, Nutrition Programs staff have been working to develop a wide

variety of training opportunities for school staff.

The *Basic Training* workshop is for new staff or seasoned staff needing a refresher on the rules and regulations of the school-based nutrition programs. *Basic Training* is a



full day training covering online applications, claims for reimbursement, certification, verification, state and federal rules and regulations, menu planning, commodities, and reviews.

The *Certification and Verification* trainings are geared towards staff who work primarily with certifying children for free meals and verification of applications. It is a ½ day training on the Electronic Direct Certification System, certification of household eligibility applications and the verification process.

Visit our Web site at <http://www.isbe.net/nutrition/htmls/workshops.htm> for additional information and to register for upcoming dates and locations.

Basic Training:

Oct. 6, 2010 Oak Lawn
Sept. 29, 2010 Springfield
Sept. 30, 2010 Bloomington
Sept. 28, 2010 Fairview
Heights

Certification and Verification:

July 20, 2010 Springfield
July 21, 2010 Northbrook
July 22, 2010 Alsip
July 27, 2010 O'Fallon
July 28, 2010 Morton

Workshops Scheduled: Developing a School Food Safety Plan

All schools are required to have a food safety plan in place. The *Developing a School Food Safety Plan* workshop will help schools ensure that they have the plan developed. Participants will be introduced to the Process Approach to Hazard Analysis and Critical Control Point Principles (HACCP), which allows for a more practical application of food safety procedures. Participants will receive information and work with hands-on activities they can take back to their schools and immediately use in the development of a food safety plan or revision of a current food safety plan.

Three workshop locations are scheduled:

- May 6 - Normandy Villa School, Chicago Heights
- June 2 - Rock Island High School, Rock Island
- June 3 - DuPage ROE Professional Development Center, Lombard

To register for these workshops, please visit

<http://webprod1.isbe.net/cns/calendar/asp/eventlist.asp>. If you have questions, contact Chad Martel of the Nutrition Programs Division, IL State Board of Education, at 800/545-7892. Space is limited for all locations, so please register early.

Free or Low-Cost Food and Nutrition Materials Available Online

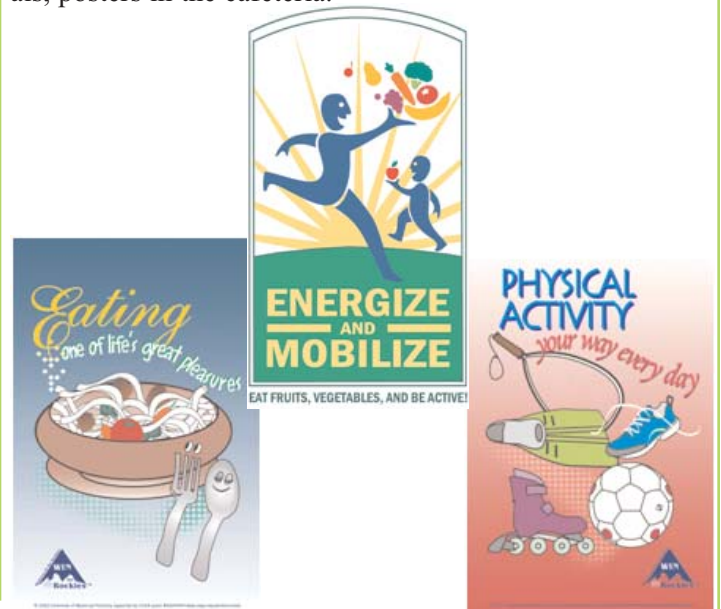
The Food and Nutrition Information Center (FNIC) has a Web page that includes information to help educators locate organizations that provide free or low-cost food and nutrition materials for consumers. These are separated into four categories: nutrition and health organizations, food associations, food companies, and food service and culinary organizations. Go to http://fnic.nal.usda.gov/nal_display/index.php?info_center=4&tax_level=3&tax_subject=270&topic_id=1337&level3_id=6740 for further information.

Plan for Health and Wellness Events Using Online Calendar

If you are planning to conduct any monthly theme events next year and need ideas, bookmark the National Wellness Institutes 2010 Health & Wellness Observances calendar at www.nationwellness.org/pdf/2010HOC.pdf.

Graphics Tout Healthy Lifestyle Messages

The following graphics are complimentary of the South Dakota Department of Education through a US Team Nutrition Training Grant. Feel free to download them to use on bulletin boards, menu notices, promotional materials, posters in the cafeteria.



Calendar of Events—June Through August

June 2010

Complete the meal count edit prior to submission of the Claim for Reimbursement

Submit Claim for Reimbursement

- 2 *Developing a School Food Safety Plan* Workshop— Rock Island
- 3 *Developing a School Food Safety Plan* Workshop—Lombard
- 15 Deadline to submit the Summer Food Service Program application
- 22-24 Illinois School Nutrition Association's 60th Annual Conference—Oakbrook Terrace
Household Eligibility Application posted online at www.isbe.net/nutrition

July 2010

Complete the meal count edit prior to submission of the Claim for Reimbursement

Submit Claim for Reimbursement

- 5 Independence Day Holiday—ISBE Office Closed

- 11-14 School Nutrition Association's 64th Annual National Conference—Dallas, Texas
- 13-20 Make changes, if needed, for August commodity deliveries
- 20 Certification of Eligibility and Verification Training— Springfield
- 21 Certification of Eligibility and Verification Training—Northbrook
- 22 Certification of Eligibility and Verification Training—Alsip
- 24-27 Society for Nutrition Education Annual Conference—Reno, NV
- 27 Certification of Eligibility and Verification Training—O'Fallon
- 28 Certification of Eligibility and Verification Training— Morton

August 2010

Complete the meal count edit prior to submission of the Claim for Reimbursement

Submit Claim for Reimbursement

- 13-20 Make changes, if needed, for September commodity deliveries



Share this newsletter link with staff in your school.

www.isbe.net/nutrition/htmls/newsletters.htm .



Illinois State Board of Education

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Programs in Illinois